
Pyle Adult Recreation Center
655 E. Southern Ave.
Tempe, AZ 85282
(480) 350-5211
www.tempe.gov/pyle

September 2015

Dear Facility User:

Each year current users of city facilities are required to re-apply for facility use for the upcoming calendar year. Accompanying this letter is the Pyle Center Room Reservation Request form for 2016. The application is three pages in length and all pages must be completed and returned in order to be processed. The Responsible Party must sign the first and third pages. Incomplete request applications will not be processed. Please complete all sections as much as possible, designating not-applicable sections as such. **Please note:** Street Address is required for the Responsible Party, and at least one Alternate Contact Person should be included on the form. The Facility Use Permit for 2016 will be mailed to the Responsible Party. Also, when requesting the dates and times for your meeting(s), pay close attention to the available rental hours at the top of the calendar page. Blacked out dates on the calendar are unavailable for reservations.

The initial submission deadline for this Room Reservation Request is **Friday, October 2, 2015**. All applications received prior to October 2 will be considered as being received on the October 2. All applications received after October 2 will be processed on a first-received, first-handled basis. *Applications will be returned if forms are not complete, which results in a delay of processing your application.* Due to our inability to clearly read faxed paperwork, we will accept only the original request form. ***Faxed copies will not be accepted.*** Please return your form by USPS Mail to the Pyle Center or deliver it personally to the Pyle Front Desk. **Completion of this application is required only once for the calendar year.** Any subsequent changes to your requested dates must be made in writing ***by the Responsible Party***, either by email to me or by completing a Change Request form at the Pyle Front Desk. Payment in full will be required by the date designated on your initial permit.

Assignment of rooms will be determined by the size and activity of the group unless there are extenuating circumstances, in which case the details need to be included in your request application. You may request a particular room, but due to the demand for rooms at Pyle there is no guarantee that you will get the room that you request on every date requested. Please keep in mind the city's prioritization listed on page 3 on the application paperwork. Also, we reserve the right to move your meeting to a different room at any time in order to coordinate and accommodate as many users as possible.

Please do not send payment with your application. We will not know the total due until your permit is processed.

The Room Reservation Request paperwork is now posted on the Pyle website. I look forward to working with you in 2016. If you have any questions, please call me at 480-350-5214 or email diana_meyer@tempe.gov. You may also call the Pyle Front Desk at 480-350-5211.

Sincerely,



Diana Meyer
Sr. Recreation Coordinator